

<h1>Correction 横須賀基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT(Re-Issue)</h2> <p>Closing Date is changed from 18 to 25 Apr 03</p>		広報番号 : Announcement No.	PWC-500-034-03 (R) (C)
		募集締切日: Closing Date	25 Apr 03
		発行日: Date of Issue	25 Mar 03
1.職種名 Job title (等級 Grade <u>10</u> / 語学等級 LAD <u>4</u>) Public Works Maintenance Officer #537 Acceptable Trainee Level - 1-9 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Public Works Center, Yokosuka, Maintenance Department 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		1 名	5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> ヶ月 Months)
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) <input checked="" type="checkbox"/> 規則 Regular <input type="checkbox"/> 不規則 Irregular 勤務日 Work Days: Monday - Friday 勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties 1. Participates as a key advisor in the determination of the Public Works Center Japan goals, policies, and objectives for the Maintenance Department covering the overall maintenance program and related functions. Develops, appraises, and submits short and long range planning for effective operation of the department including funding, manpower, tooling, facility, and building requirements to meet the trends of incoming work and technological development. 2. Reviews program priorities, work sequences, and manpower/workload distribution for the maintenance department and submits justification for adjustment. Directs subordinate department, division, and work centers in the accomplishment of assigned work in compliance with established policies and objectives. Personally and through his staff, evaluates and improves effectiveness, efficiency, and quality of the production operations of the department. 3. Regularly coordinates with customers, liaison officers and other departments and offices for smooth operation of the production work. Participates in the production group meetings and other meetings to discuss a variety of production and general management matters. 4. Establishes departmental policies, ensuring conformity with Command, Navy, and DOD policies for achieving program and mission objectives of the Public Works Center, Japan. Makes or recommends organization changes which involve basic structures, operating cost elements and key positions of the department.			
7.資格要件/身体条件 Qualification/Physical Requirements a. Knowledge of Public Works Center Japan missions, objectives and procedures accompanied by strong business acumen in cost control, efficiency improvements, etc. b. Knowledge of various trades of high skill utilized by major construction fields. c. Knowledge of construction planning, estimating and scheduling. d. Ability to supervise work force consisting of over 400 employees through subordinate supervisors. e. Ability to establish, orient and implement policy to achieve mission functions and objectives for the command. f. Skill in oral and written communication in order to justify, defend, negotiate, or settle matters involving significant or controversial technical and administrative issues. g. Ability to speak, read and write English at exceptional proficiency level (LAD-4). * Handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background :		免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

8.提出するもの Application and Associated Documents		
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnj.navy.mil <input checked="" type="checkbox"/> 英語能力の証明書の写し Copy of English Proficiency Certificate <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either		
問い合わせ先 for Job Inquiries ・ 担当部署/担当者名 POC PWC Code 130PM Ms. Tegawa/Mr. Tanaka ☎046-821-1911 (Extension/内線) 243-7462/7275	提出先 Office to Submit 〒238-0015 神奈川県横須賀市泊町 1 番地 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A) ☎046-821-1911 (内線/Extension) 243-8153	事務処理欄 For Official Use PD No.: PWC-500-001 PD is accurate and current. Certified by Activity: HRO ey

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.